

23 January 1980

MEMORANDUM FOR: Chief, Classification Review Division

STATINTL FROM:

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Chief, Records Management Division

SUBJECT: GAO Requirements for Information re Systematic Review
for Declassification.

REFERENCE: CRD Memo 7 January 1980

In response to GAO's question concerning the status of the Agency's records control schedules, they should be informed that the Agency does have approved records control schedules that do identify permanent and temporary records, but that at this time we are unable to provide a percentage breakdown. As discussed with you, this information will be available after the headquarters records have been reviewed and the records control schedules updated. As of 30 September 1979, Agency records totaled 274,790 cubic feet, 181,116 at headquarters and 93,674 at the Agency Archives and Records Center. The Archives and Records Center can identify 35,469 cubic feet as being permanent record deposits. This figure is subject to revision as the records continue to be reviewed. The total amount of permanent records held at headquarters is not known; however, a government-wide rule of thumb currently used is that no more than 5% of records are of permanent value. We feel this rule could be applied to the headquarters holdings of the DCI area and DDA but a higher percentage would apply to the DDO, DDS&T, and NFAC headquarters records. Attached is a breakdown of total Agency records volume.

STATINTL

Total Agency Records Volume:

~~274,290~~
274,997 cubic feet

HEADQUARTERS

~~181,116~~
181,983 cubic feet

DCI	5,237
DDA	48,935
DDO	32,416
DDS&T	40,441
NFAC	54,954

RECORDS CENTER

68,517 cubic feet (10,812)

Archives

~~(24,657)~~
24,497

DCI	(1,007)
DDA	(800)
DDO	(799)
DDS&T	(10,114)
NFAC	(11,777)

(Figures in () indicate records currently identified as being permanent.)